

COURT PERSONNEL ANALYST

DEFINITION

Under general direction of the Court Personnel Manager, performs professional personnel work in recruitment, compensation and classification, workers compensation; advises line supervisors on personnel matters; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class perform the full journey level of assignments in the personnel field including complex studies and projects requiring analysis, research, and unusual or original solutions.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Conducts job analysis to identify skills, knowledge and abilities needed to perform jobs; forecasts recruiting needs, recommends recruiting processes, procedures and methods; prepares job announcements and supplemental application forms; and prepares and places advertisements.
2. Develops examination plans; drafts and conducts test instruments including written exams, structured interviews, evaluations of training and experience; administers test to applicants; proctors exams; coordinates and participates in panel interviews; validates test instruments; constructs corresponding ranking systems; prepares and maintains recruitment correspondence and exam records and documentation; prepares certified lists of eligible applicants; and notifies candidates of status.
3. Assists selecting managers/supervisors with interview, selection, hiring and promotional processes; trains and orients interview raters.
4. Assists in maintaining the classification plan; conducts field and desk audits; evaluates position in context of existing plan; writes/modifies classification specifications; conducts compensation studies; recommends salary placement; prepares responses to external salary surveys.

5. Assist with labor related issues; may participate in union negotiations; preparing reports and other necessary documentation.
6. Assists in administration of workers compensation claims; reviews for possible safety issues; identifies accommodations for modified duty assignments; monitors status of claims, maintains reports and records.
7. Administers temporary employee, internship and volunteer staffing programs.
8. Confers with managers/supervisors on personnel practices and procedures.
9. Assists in responding to Unemployment Insurance Claim notices; may represent the Court in related hearings.
10. Assists in development and administration of various benefit programs including medical, dental, disability and life insurance, retirement, deferred compensation, etc.
11. Performs specialized research and projects in personnel administration; assists in the development of standard personnel practices, policies and procedures.
12. May prepare training materials and assist in conducting training classes.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in personnel/human resources administration, public administration, business administration, industrial psychology or other related field and two years of related experience or any combination of training and or experience that could likely provide the desired knowledge and abilities.

Knowledge of

Principles and practices of public personnel administration including job classification, salary administration, recruitment, selection and assessment techniques; federal state and local labor and employment law; concepts of workers compensation benefits and procedures; pc applications including word processing, spreadsheets and database; statistical analysis, data collection and report preparation.

Ability to

Develop, administer, analyze and evaluate tests for variety of occupations; communicate effectively both orally and in writing; deal with sensitive and confidential issues with tact and diplomacy; interpret personnel policies, and regulations and work with minimal direction.

Physical Characteristics

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 25 pounds such as files, stacks of papers, reference and other materials; moving from place to place within an office; some reaching for items above and below desk level.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

Date Est.: 4/00